

SECTION 7. EMPLOYEE EVALUATION POLICY

- 7-1. Purpose.** The purpose of this policy is to encourage improvement and professional development of County employees. A more efficient working organization can be brought about by an understanding that employees and supervisors are all working together for a common purpose. The conduct of regularly scheduled employee evaluations tends to improve workplace relationships by bringing supervisors and employees into closer contact and producing mutual understanding of job duties and expectations.
- 7-2. Frequency of Performance Evaluations.** Every year, on or before May 31, each County employee, including each Department head, shall be evaluated by his immediate supervisor. Additionally, the performance of every newly-hired County employee shall be evaluated at the mid-point of his probationary period, and again prior to the expiration of his probationary period.
- 7-3. Written Format.** The evaluation shall be set forth in writing, on a form approved by the County Administrator.
- 7-3.1. Prior to commencing the formal evaluation for an employee, a supervisor will provide that employee with a self-evaluation form for completion.
- 7-3.2. To determine the overall performance of an employee during the applicable ratings period, a supervisor will consider all relevant data, including observance of job performance, records of the quantity and quality of work performed, substantiated compliments or complaints received regarding the employee, information provided by the employee on his self-evaluation form, and any other relevant information. Facts and circumstances that form the basis of an evaluation should have been established during the course of the evaluation period, through the use of employee conferences, commendations, awards, counseling, written instructions, written reprimands, and disciplinary actions.
- 7-3.3. Both strengths and weaknesses should be noted in the narrative portion of the evaluation form.
- 7-3.4. The rating of “satisfactory” is intended to be used to rate employees who are performing their duties in an efficient, acceptable manner. Sub-par performers should *never*, for any reason, be rated “satisfactory.” Similarly, only employees who, during the evaluation period, have demonstrated exceptional performance should receive a rating higher than “satisfactory”.
- 7-4. Review by Department Head.** If the evaluation is conducted by someone other than an employee’s Department head, the supervisor who has prepared the written evaluation shall review it with the Department head before it is finalized and presented to the employee.

7-5. Presentation of Evaluation to Employee. The evaluator shall discuss each performance evaluation with the employee being evaluated, at an in-person conference with the employee. The evaluator shall:

- 7-5.1. Provide the employee with a copy of the written performance evaluation, and review each of the specific provisions of the evaluation with the employee, explaining why the evaluator assessed each item as he did;
- 7-5.2. Provide the employee an opportunity to comment on the evaluation and to give his opinion regarding his performance during the applicable period;
- 7-5.3. Obtain the employee's signature on the evaluation form, to acknowledge that the information has been presented to the employee in person, and provide the employee with a copy of the evaluation form with the employee's signature; and
- 7-5.4. Advise the employee that, if he disagrees with the results of the evaluation, or if there are any matters that he wishes to clarify or explain, he may submit within five (5) working days following the conference to his supervisor a written statement which shall be attached to the evaluation form and maintained in his personnel file along with that form.

7-6. Use of Evaluation Results.

- 7-6.1. For any employee who does not receive at least a "satisfactory" rating, the employee's supervisor shall prepare a written plan of action, stating what is expected of the employee and milestone dates for achievement of results. The plan shall clearly advise the employee what will happen if the expected improvement is not achieved. The employee shall be required to sign the action plan, and to make a specific commitment to compliance. If the employee refuses, then he shall be terminated from employment.
 - 7-6.2. For employees who receive a "satisfactory" or better rating, the employee and his supervisor will discuss at their review conference specific measures or techniques by which further development can be achieved.
 - 7-6.3. Evaluation results will be used as a basis for determining the allocation of merit pay to employees, in years during which merit pay is available. Evaluation results may also be used as decision-making references in matters relating to promotion, probation, leaves of absence, and disciplinary action.
- 7-7. Review of Results With County Administrator.** On or before June 10 each year, each Department head shall provide the County Administrator with a summary written report of the numerical results of the performance evaluation rating for each employee. Upon request by the County Administrator, the Department head will review the results of the evaluations in his Department with the Administrator in greater detail.

- 7-8. Confidentiality of Evaluation Results.** Performance evaluations shall be maintained by the County as confidential personnel records.